

**Office of Policy and Management
Job Opportunity – Agency Promotional
Assistant Division Director
Intergovernmental Policy Division (IGP)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: OPM Employees only

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 106553

Hours: 40 hours per week

Salary: \$94,803 - \$129,274 (MP 68)

Closing Date: December 2, 2013, 4:30 p.m.

Duties include the following:

- Assist the IGP Under Secretary in directing the staff and operations of the Office of Responsible Growth, the Municipal Finance and Audit Unit, and the Data Collection and Grants Management Unit;
- Assist with personnel matters, including, but not limited to evaluating staff;
- Assist in formulating and monitoring IGP's budget;
- Assist in the day-to-day operations of IGP, including, but not limited to planning, coordinating and managing;
- Assist in the formation of policies and procedures; and
- Assist in long range planning activities.

The Assistant Division Director will report to the IGP Under Secretary.

Knowledge, Skills and Abilities: Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of public administration; considerable knowledge of principles and practices of state planning; knowledge of and ability to apply management principles and techniques; knowledge of research and statistical analysis; considerable oral and written communication skills.

Eligibility Requirements:

OPM employees who meet the following general and special experience:

General Experience:

Nine (9) years of experience in research, statistics, planning, management or policy analysis.

Special Experience:

One (1) year of the General experience must have been at the supervisory level.

Substitution allowed:

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- A Master's degree in administration, planning or a closely related field may be substituted for one (1) additional year of General Experience.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) a cover letter that describes your interest and suitability for the position, (2) resume, and (3) an Application for Employment (form CT-HR-12) to Uma Arun by 4:30 p.m. on Monday, December 2, 2013. Your application will not be considered complete without these three (3) documents. The application is available online at <http://das.ct.gov/cr1.aspx?page=13#APPLICATION>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.